

Odyssey Steering Committee (OSC)
Meeting Minutes
Judicial Information Division
Wednesday, October 16, 2013
2:07 – 2:55 p.m.

Executive Subcommittee Members Present:

Judge Karen Mitchell, Chair
Chief Justice Petra Jimenez-Maes
Steve Prisoc
Tom Feilmeier
Artie Pepin

JID Staff Present:

Trixi Bubemyre
Annie Hall

Guests Present:

Deb Williamson

Voting Members Present:

Renee Cascio
Judge Richard Knowles
Lisa Farnum
Jamie Goldberg
Judge Duane Castleberry
Tobie Fouratt
Wendy Jones
Judge Sarah Singleton (video)
Karen Janes
Arlene Baca
Judge Sharon Walton (video)
Oscar Arevalo

I. Approval of Agenda. Judge Mitchell called the meeting to order at 2:07 pm. The agenda was accepted as presented.

II. Master Schedule Summary. Tom Feilmeier reported that the Metropolitan Odyssey conversion is proceeding on schedule. Release 13 Integration was successful and Data Conversion 4 is presently in process. Traffic Arraignment and Browse Docket should be ready for testing by the first of the year. Everything is on target for the February 28 go-live date. The first two weeks in March are scheduled for the post go-live support at BCMC.

III. Detailed Project Report.

Project Risks. Steve Prisoc stated that the greatest risk to the Odyssey Metropolitan Conversion is lack of essential human resource. Suzanne Winsor (chief trainer), was struck by a vehicle on August 16 and received multiple

wounds. She will be unable to work for an extended period of time. Mr. Prisoc explained that JID and Metropolitan Court are without backup in most critical areas of Odyssey implementation. The upgrade to Odyssey V.13 is planned for all of the courts before BCMC goes live. The AS400 went down this past Monday and came up at 10am on Tuesday October 15. IBM did not respond in a timely manner adding to the delay in getting the system up and running. This is the type of risk that could delay the projected go-live in February. Judge Mitchell asked if there were procedures in place to handle such situations such as when the AS400 or Odyssey is down. Dr. Deborah Williamson explained that Metropolitan Court had outlined a plan in the event that Odyssey or the AS400 went down.

AS400 Forms/Special Modules. Judge Mitchell stated that the OSC Executive Committee met with the Forms Subcommittee. Approximately forty forms have been identified by the Forms Committee as needing modifications in order to incorporate into Odyssey in time for the Metropolitan Court go-live in February of 2014. The Supervision Module relies to a great degree on the use of forms and those one hundred seventeen forms are on the AS400. Judge Mitchell stated that all of the forms need to be vetted through a forms committee and ultimately be incorporated into Odyssey making them accessible and usable to all of the courts. Steve Prisoc discussed some of the pros and cons of going live with the Supervision Module concurrently with Odyssey Case Management. There are seven different data sources that are feeding Supervision and all of those must be analyzed. The question is whether to go-live with the Supervision Module at the same time as Odyssey Case Management or to postpone the Supervision Module go-live a week or two. Deb Williamson stated that BCMC staff would be meeting to examine the Supervision forms and will report back to OSC at the next meeting.

Data Conversion. Tom Feilmeier reported that the conversion testing is proceeding as planned for the go-live February 2014. Data conversion is a process where data is moved off the AS400 and migrated into Odyssey and tested for data integrity. There are three more conversion cycles scheduled for October, January and the week before go-live in February.

Configuration. Mr. Feilmeier reported that configurations are 95% complete.

Tyler Development. Mr. Feilmeier reported that the decision had been made to upgrade to V.13 prior to go-live. Testing thus far has proved successful, with far fewer complications than those encountered with the upgrade to V.12. The plan is to load V.13 in a test environment for the rest of the state courts and complete that portion of the testing by the end of the year.

Odyssey Metro Development. Mr. Feilmeier reported that Traffic Arraignment and Browse Docket were proceeding on schedule and are on target to be delivered by the end of the year. There are twenty seven projects all totaled in development and 90% of the critical projects have been base-lined and will be delivered by go-live in February. There will be an upgrade to Windows 7 as a result of moving to V.13. There exists licensing for approximately 50% of the court machines so there is no cost. The other 50% of the machines will need licenses or new machines will be have to be purchased.

Test and Validation. Mr. Feilmeier reported that test and validation is on schedule. Revalidation of baseline performance measures was completed in September.

Training. Mr. Feilmeier reported that training is scheduled at the Doubletree Inn which is 1 ½ blocks from Metropolitan Court. Training will occur in four one week sessions, with sixty to seventy staff members attending each session.

Environmental. Mr. Feilmeier reported that the planned introduction of the deployment of Windows 7 will be as follows 1) the development path 2) the lab environment 3) court staff and 4) customer service. There have not been any issues with the initial testing. Upgrading of core servers from a thirty two to a sixty four bit operating system, will be implemented in November. It is a performance improvement that mirrors production.

Action Item: Steve Prisoc and Tom Feilmeier to assess the feasibility of going live with the Supervision Module concurrently with Odyssey Case Management and present their findings at the next OSC meeting.

IV. Future Meetings. The next meeting will be held on November 20, 2013, 2:00 pm at the Judicial Information Division in Santa Fe.

V. Adjourn. Judge Mitchell adjourned the meeting at 2:55pm.